

31 August 1953

MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : Approving Officer

References:

[Redacted]

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1. Authority is requested for [Redacted] FE Budget & Fiscal Officer, to sign as approving officer for the Far East Division in the following matters only:

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(a) Cash advances under \$100.00.

(b) Travel and reimbursement vouchers resulting from claims for reimbursement where the total amount of the reimbursement is less than \$100.00.

2. The above action is requested in view of pending policy regarding automatic payroll deductions for outstanding accounts, discussed at the last Administrative Officers' meeting.

[Redacted]

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Chief, FE

APPROVED:

[Redacted]

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Chief of Administration, DD/P